

CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
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NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **CORFE MULLEN TOWN COUNCIL**

Time... **19:00**

Date... **Tuesday 17 December 2024**

Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk & RFO
11 December 2024

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

Councillors will be discussing all the items listed on the agenda below.

AGENDA

- TC 24/179 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 24/180 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- TC 24/181 Verbal – Town & Parish Councils Website Provider Demonstration –**
Aubergine, Mark Tomkins Founder & Creative Director
- TC 24/182 Paper A – To Approve minutes of the Town Council meeting held on 26 November 2024 –** LGA 1972, sch 12, para 41
- TC 24/183 Paper B – TO FOLLOW - To Approve Accounts for Payment –** a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.
- TC 24/184 Paper C – TO FOLLOW - To Approve Bank Reconciliation for November 2024**
- TC 24/185 Paper D – To Note the already Approved minutes of Committees:**

- Planning & Highways Committee – 12 November 2024
- TO FOLLOW - Staffing Committee – 19 November 2024

- TC 24/186 Paper E – To Consider and Approve Appointing a Town Council Website Provider**
- TC 24/187 Paper F - To Consider Items for Approval**
- TC 24/188 Paper G - To Consider Purchasing Match Funded Defibrillator and Locations**
- TC 24/189 Paper H - To Consider Locations and How to Proceed with Dropped Kerb Programme**
- TC 24/190 Paper I – To Consider Request from Allotment Plot Holder**
- TC 24/191 Paper J – To Consider Request to Renew Licence for Dog Training at Recreation Ground**
- TC 24/192 Paper K – To Consider and Approve Purchasing and Installation Location of Commemorative Flagpole**
- TC 24/193 Verbal – To Note Any Feedback from Weekly Councillor Coffee Meetings – Cllrs**
- TC 24/194 Paper L – To Note Update on Vandalism and Anti-Social Behaviour on Town Council Sites**
- TC 24/195 Verbal – To Note any updates from Representatives to Outside Bodies**
- TC 24/196 Verbal - To Note the update from the Climate Change Working Party – Cllr P Neil**
- TC 24/197 Verbal – To Note Clerk’s Update**
- TC 24/198 Verbal – To Note Mayor’s Report**
- TC 24/199 Verbal – To Note Dorset Councillor Report**
- TC 24/200 Verbal – Matters for Forthcoming Agendas** No decisions can be taken¹
- TC 24/201 To Agree a date and time for the next meeting – Tuesday 7 January 2025 on the rising of the Finance & Administration Committee in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.**
- TC 24/202 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/203 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.**
- TC 24/203 Paper M – TO FOLLOW - To Approve Recommendations from the Staffing Committee**
- TC 24/204 Close of meeting**

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Meeting of Corfe Mullen Town Council
held on Tuesday 26 November 2024 at 19:10 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
A Craven
P Cuckston
S Florek
A Holland
P Holland
S Jefferies
A Joyce
J Lortie
P Neil
V Papilio
P Purvis

In Attendance: Catherine Horsley (Town Clerk)
Daryl Pearce (Deputy Town Clerk) - Minute Taker

Public Participation

There were no members of the public present.

TC 24/153 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr J Bonham who had a personal commitment and Cllr L Hardy who had a work commitment.

TC 24/154 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

TC 24/155 Paper A – To Approve minutes of the Town Council meeting held on 22 October 2024 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 22 October 2024 were **APPROVED**.

TC 24/156 Paper B – To Approve Accounts for Payment

The Clerk presented the report, noting line 756 should read Playground Inspection Training not First Aid Training.

Members raised the following query:

- Line 751: Replacement Tennis Courts Flood Light Bulb - was this a regular occurrence and if so, should LED options be considered. The Clerk confirmed this was the first time the light bulb had been replaced since the Town Council

took over responsibility of the sports provision at the Recreation Ground in June 2022.

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £37,917.03

TC 24/157 Paper C – To Approve Bank Reconciliation for October 2024

Members raised the following query:

- Line 34: Grounds Unit utilities appeared high. The Clerk reminded members the invoice was received from the 2nd Corfe Mullen Scouts and reviewed by Full Council on 26 March 2024. The Clerk confirmed she had completed a reconciliation against the additional information provided by the Scouts, noting the unit and standing charge costs were high, however, the Scouts had moved to an alternative energy provider at a lower cost per unit and standing charge than previously.

It was **RESOLVED** to **APPROVE** the bank reconciliation for October 2024.

TC 24/158 Paper D – To Note the Already Approved minutes of Committees:

- Staffing Committee – 30 July 2024
- Community Services Committee – 13 August 2024
- Planning & Highways Committee – 24 September 2024
- Planning & Highways Committee – 8 October 2024
- Planning & Highways Committee – 22 October 2024
- Finance & Administration Committee - 8 October 2024

The already approved minutes of committee meetings were **NOTED**.

TC 24/159 Paper E - To Approve Quotation for Tree Works Across Town Council Sites

The Clerk presented the report, noting the tree works were in addition to previous tree works carried out as part of the remedial tree survey works.

It was **RESOLVED** to **APPROVE** contractor, TreeStuff to carry out essential tree works at the Grounds Unit, Recreation Ground and Springdale Road Open Space at a total cost of £2964+VAT.

TC 24/160 Paper F – To Approve Recommendations from the Community Services Committee

The Clerk presented the report, noting the tree works quotes under bullet point 2 had been approved under minute no. TC 24/159, albeit the Grounds Team had completed the tree works in the Community Orchard. Cllr Craven as Chair of the Community Services Committee provided additional information from discussions at the Community Services Committee meeting held on 12 November 2024.

It was **RESOLVED** to **APPROVE** the following:

- Gully cleaning on all Town Council sites at a total cost of £768.40+VAT with any additional removal of waste charged at £95.00+VAT per tonne.
- To proceed with obtaining tree works quotes for the Community Orchard, outside Sports Pavilion (cricket nets side), Grounds Unit Compound and Springdale Road Open Space.
- To proceed with the Woodland Trust native tree application for further sapling donations.

- To advise Dorset Wildlife Trust relating to replacement tick and adder signage at Springdale Road Open Space.
- Clerk to review archive documentation relating to Town Councils responsibility of streetlighting on unadopted Pine and Wayground Road.
- Public consultation of the Sports Pavilion and Recreation Ground Redevelopment Project to commence in the new year with key stakeholders split into smaller groups.

TC 24/161 Paper G – To Approve Recommendations from the Extra-Ordinary Finance & Administration Committee

The Clerk presented the report, noting the percentage increases for sports fees effective from 1 April 2025 and the allotment rents effective from 1 April 2026. The Cemetery charges increase was not calculated as a percentage with a flat increase of £2.00 across all Cemetery charges.

Cllr Craven noted the fees charged for the use of sports pitches and allotment rents were lower in comparison to comparable facilities provided by other neighbouring local authorities.

Members discussed the proposed redevelopment of the Sports Pavilion and Recreation Ground and the importance of considering storage options for user groups and additional activities as part of the architect's designs of the Sports Pavilion and Recreation Ground as a whole. It was also noted, allotment sizes in terms of square meterage should be clearly defined to provide clarity and consistency to all allotment holders.

It was **RESOLVED** to **APPROVE** and/or **NOTE** the following:

- To award a small grant to the Citizens Advice East Dorset & Purbeck totalling £1800.
- Risk Management Strategy & Schedule 2024/25.
- Records Management & Retention Policy.
- Transfer of £80,000 from general reserves to earmarked reserves for the Sports Pavilion Refurbishment/Rebuild Project.
- CIL receipts totalling £15,271.11 and Section 106 Receipts totalling £204,848.02.
- To obtain quotations to purchase a replacement 'see saw' play equipment at the Recreation Ground, funded by CIL receipts.
- To obtain quotations and designs for a typographical board to be located by the outdoor gym equipment at the Recreation Ground overlooking the Stour Valley, funded by CIL receipts.
- Sports Fees for 2025/26: Increase of 5% to tennis, football and cricket club's sports fees effective from 1 April 2025 to 31 March 2026.
- No increase on the current fee of £7.50 per tennis court per hour for casual tennis users effective from 1 April 2025 to 31 March 2026.
- No increase on the fee of £5.50 per tennis court per hour for approved coaches effective from 1 April 2025 to 31 March 2026.
- Increase of 5% for the early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £84, Monday to Friday 8am-6pm term time only effective from 1 April 2025 to 31 March 2026.
- £15.50 per hour to hire the sports pavilion lounge effective from 1 April 2025 to 31 March 2026.
- Increase of £2 per Cemetery charges and regulations for 2025/26 with no fee for non-residents/residents to inter the body of a child whose age at the time of death did not exceed 12 years.

- Increase of 5% rounded up to the nearest pound of the annual allotment rents effective from 1 April 2026 as follows:
 - Full plot (125 sqm) - £37
 - Half plot (62.5 sqm) - £19
 - Raised bed - £16
 - Starter plot (31 sqm) - £16
- National pay award for local government services employees for the 2024/25 financial year effective from 1 April 2024.
- Set the 2025/26 financial year budget for employees to include a potential increment rise in addition to a 6% provision for the National Pay Award 2025/26.

TC 24/162 Paper H - To Consider Public Spaces Protection Orders for Anti-Social Behaviour and Controlled Drinking Zones in Corfe Mullen – Cllr A Craven

The Clerk presented the report, noting a meeting had been scheduled on 27 November 2024 with Dorset Council Community Safety Officers and the Local Neighbourhood Police Sargent Payne to discuss the feasibility and process for putting Public Spaces Protection Orders (PSPOs) in place.

Members discussed at length the implications of the recent vandalism and anti-social behaviour experienced in Corfe Mullen along with the intention, enforcement and impact of Dorset Council issuing PSPO's for Corfe Mullen sites.

Members felt issuing PSPO's across Corfe Mullen sites sent a strong message within the community, that the types of behaviours being experienced were unacceptable and provided evidence for more Police Officer presence in Corfe Mullen.

Cllr Sowry-House noted Dorset Council Ward Councillors from neighbouring parishes Wimborne, Colehill and Pamphill & Shapwick would be drafting an article for the Bournemouth Echo in the new year relating to the impact of anti-social behaviours on our communities.

It was **RESOLVED** for the Clerk to progress with submitting PSPO application(s) to Dorset Council for locations in Corfe Mullen as follows:

- Towers Way (Co-op, Council Office, Village Hall and Library)
- Recreation Ground, Badbury View Road
- Cemeteries, Blandford Road/Newtown Lane
- Henbury View Play Area, Hillside Road
- Springdale Road Open Space Car Park
- Windgreen Esso Petrol Station, Wareham Road
- Hillview Post Office, Wareham Toad

TC 24/163 Paper I - To Consider Request from Early Years Provider, Mini Munchkins

The Clerk presented the report, noting the implications should members agree to the request from Mini Munchkins to use changing rooms 8 & 9 at the Sports Pavilion as a baby room.

Members noted their concerns regarding the suitability of the proposed use and the costs to convert the space to a baby room given the planned redevelopment of the Sports Pavilion facilities in the near future.

It was **RESOLVED** not to support the request from Early Years Provider Mini Munchkins to use changing rooms 8 & 9 at the Sports Pavilion as a baby room.

TC 24/164 Paper J - To Consider Request from Corfe Mullen Carnival Committee

The Clerk presented the report, reminding members of the previous request in June 2024 to relocate the Carnival Committee shed from the Scout Hut compound to the Grounds Unit compound.

Members raised concerns with access to the Grounds Unit compound which would be limited, impact on the Councils insurance and the ability to store Council items in the future. Members felt the Carnival Committee may want to explore installing another shed or a larger shed in the Scout Hut compound which would be more convenient for Carnival Committee members when requiring access.

It was reiterated when commencing the Sports Pavilion and Recreation Ground redevelopment project consultation to engage with key stakeholders to understand what services and facilities they would like to see provided as part of the project, particularly storage for different groups and organisations using the Recreation Ground would be key when considering the proposed plans.

It was agreed for the Clerk to respond to the Carnival Committee's request suggesting that they explore installing another shed or a larger shed in the Scout Hut compound which would be more convenient for Carnival Committee members when requiring access.

The report was **NOTED**.

TC 24/165 Paper K - To Consider Response to Consultation for Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The Clerk presented the report, noting the consultation was seeking views from individuals, local authority representatives and Town and Parish Councils and encouraged individual members to complete the online survey.

Members discussed their experience of remote meetings during Covid-19, which had worked well in terms of inclusion, accessibility and open and transparency. Members felt the definition of 'place' should be re-evaluated and redefined to reflect where an individual was physically located. While members expressed support for remote attendance at meetings, they did not support the use of proxy voting, due to members not benefitting from listening and being part of a debate which may influence voting decisions.

It was **RESOLVED** to respond to the consultation to support remote attendance and not to support proxy voting at local authority meetings.

TC 24/166 Paper L – To Note Update from the recent Joint Julians Bridge Working Party

The Clerk presented the report, noting Cllr Purvis was meeting with a representative from National Highways on 2 December 2024.

The update was **NOTED**.

TC 24/167 Verbal – To Note Feedback from Weekly Councillor Coffee Meetings

Cllr Sowry-House provided a summary of the number of attendees and subjects discussed, noting some good conversations had been had with members of the community.

It was felt from January 2025, coffee mornings should be relocated to the lounge area adjacent to the main hall of the Village Hall and to look at options to develop the Coffee Morning.

The update was **NOTED**.

TC 24/168 Verbal – To Note Vandalism and Anti-Social Behaviour on Town Council Sites

The Clerk provides an update as follows:

- Recent anti-social behaviour at Towers Way Co-op was under Police investigation.
- Lock to the public toilets at the Recreation Ground had been damaged and replaced again by the Grounds Team.
- Dorset Council public toilets at Towers Way had also been vandalised again and were closed whilst repairs were carried out.
- Wooden dragon's teeth on the grass verges at the Recreation Ground had been removed and found strewn across the Recreation Ground, which had been replaced by the Grounds Team.
- Tiles in one of the Sports Pavilion changing rooms had been damaged by a Football team, which had subsequently been repaired by the Grounds Team.
- Dorset Police installed a mobile CCTV camera on 22 November 2024 which was operational on Wareham Road adjacent to Corfe Mullen library.
- Dorset Council Community Safety Officers in conjunction with the local neighbourhood police team had issued one second stage community consequences letter, one stage three community consequences letter and one invite to a young person and guardians to sign an Acceptable Behaviour Contract.

The verbal update was **NOTED**.

TC 24/169 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies noted there were no new updates from the Beacon Hill Landfill Liaison Sub-Committee.

Cllrs Lortie and Jefferies had both attended the Dorset Association of Parish & Town Councils (DAPTC) Annual General Meeting held on 23 November 2024. Cllr Lortie advised the meeting was well-attended with guest speakers Cllr Nick Ireland, Leader of Dorset Council and Cllr Mike Cox, Deputy Leader of BCP Council. All members voted to approve DAPTC transitioning to a Company Limited by Guarantee and to increase subscription fees

Cllr Purvis advised he had met with Dorset Council Highways Officers at Hillview roundabout to discuss road safety and redesign options for the roundabout which was currently with the Dorset Council Highways Design Team to progress.

The update was **NOTED**.

At 21:10, the Chair Suspended Standing Order 3w to enable the meeting to continue.

TC 24/170 Verbal - To Note the update from the Climate Change Working Party (CCWP)

Cllr Neil noted he had received a response from MP Vikki Slade relating to future proof housing in Dorset, which he would forward to the Clerk for circulation to members.

Cllr Neil emphasised the importance of incorporating sustainability as a key element of the Corfe Mullen Neighbourhood Plan along with aligning with the Future Homes Standards ahead of legislation.

The update was **NOTED**.

TC 24/171 Verbal – To Note Clerk’s Update

The Clerk provided the following update:

- Hosted and attended Dorset Association of Parish & Town Councils (DAPTC) workshop on 12 November 2024 with a presentation from Graham Samson relating to working with Dorset Council survey findings and recent visit to Cornwall Council who became a Unitary Authority in 2009 to understand the lessons learnt and roles of community area partnership.
- Neighbourhood Planning Consultant who recently supported Sturminster Marshall Parish Council in the development of their Neighbourhood Plan had confirmed she was unable to support and commit to the development of Corfe Mullen’s Neighbourhood Plan due to workload for the remainder of the 2024/25 financial year and the 2025/26 financial year. Although this was disappointing, the Consultant had recommended another local Planning Consultant based in Bournemouth who had been contacted, awaiting a response.
- Report to be presented at the next Full Council meeting scheduled on 17 December 2024 relating to consideration of an additional match-funded defibrillator and possible locations in the village.
- Several ‘Thank You’s’ received from organisations who had been awarded small grants and the difference the grants had made to their organisations.
- Engaging with website provider who specifically develops websites for Town & Parish Councils. A website demo to be arranged in December 2024, ahead of Council agreeing how to proceed.
- SSE and Enerveo due to meet on site at Towers Way to agree how to proceed with failing streetlight by the Co-op carpark by the end of November 2024.
- Emergency First Aid and Playground Inspection training had been completed by the Grounds Team along with staff members from neighbouring parishes.
- Deputy Clerk had met with contractors at the Allotment site relating to obtaining quotations for replacement raised beds and vertical paths being turned over to grass.

The update was **NOTED**.

TC 24/172 Verbal – To Note Mayor’s Report

The Mayor presented a joint Mayor and Dorset Councillor report under minute no. TC 24/173

TC 24/173 Verbal – To Note Dorset Councillor Report

Cllrs Sowry-House and Florek provided the following updates:

- Attended Eastern Area Planning Committee on 6 November 2024 with discussion relating to planning decision for Lidl in Sandford, Wareham.
- As a result of recent complaints from nearby landowners, attended Castle Court School firework display on 8 November 2024 to understand the noise levels which were within the legal limit.
- Attended the Dorset History Centre on 11 November 2024 who had regained accreditation to enable them to apply for future grants and funding.
- Attended the Joint Julians Bridge Work Group on 14 November 2024.
- Attended Dorset Council Strategic & Technical Planning Committee on 18 November 2024 whereby discussion took place relating to Battery Energy Storage Systems (BESS) in Wareham and Lytchett Minster.

- Met with a resident on 20 November 2024 regarding the installation of a plaque at Bournemouth Town Hall to remember Indian Army service men and woman during WWI.
- Attended Corporate Parenting Board pre-meeting on 20 November 2024.
- Attended Dorset Fire & Rescue Performance meeting on 21 November 2024.
- Attended Dorset Council Strategic & Technical Planning Committee pre-meeting on 22 November 2024 ahead of the meeting on 26 November 2024.
- Dorset Council devolution deal with 'The Heart of Wessex' which included Dorset, Somerset and Wiltshire Councils.
- Community Governance Review being conducted by BCP Council.
- Dorset Council were purchasing land to build new homes to negate the use of temporary accommodation in Bed & Breakfasts.

The update was **NOTED**.

TC 24/174 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

TC 24/175 To Agree a date and time for the next meeting – Tuesday 17 December 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 24/176 To Resolve to exclude members of the press and public – to agree that agenda item TC 24/177 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

There were no members of the public present at the meeting.

TC 24/177 Paper M – To Approve Recommendations from the Extra-Ordinary Staffing Committee

The Clerk presented the confidential report, providing a summary of the recent recruitment process for the role of Community Engagement & Project Officer.

The report was **NOTED**.

It was **RESOLVED** to **APPROVE** the recommendation for the Staffing Committee to review the Community Engagement & Project Officer job description and specification at their next meeting on 12 December 2024 and to readvertise post in the new year.

TC 24/178 Close of meeting at 21:27

Signed as a correct record of the meeting.....Date

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe, the Council's accounting software.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £44,524.14.

Accounts for Payment - 17 December 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Comments
846	24.12.2024	£11.39	Mobile Costs	EE	DD	Grounds/Office mobile
845	25.01.2025	£22.44	Fire Safety	Chubb Fire Limited	DD	Grounds Units fire extinguishers
844	18.12.2024	£14.59	Materials & Supplies	Amazon Payments UK Ltd.	IB	Bungee cords for bins
843	18.12.2024	£49.44	Monthly Subscription	Microsoft Ireland Operations Ltd.	IB	
842	26.12.2024	£50.00	Elections	Dorset Council	DD	Admin recharge
841	29.12.2024	£395.88	Electricity Usage	British Gas	DD	Office
839	18.12.2024	£150.00	Consumables	Staff	IB	Staff Christmas Lunch contribution
838	24.12.2024	£1,581.40	PAYE	HMRC	IB	Dec-24
837	24.12.2024	£2,197.58	NIC	HMRC	IB	Dec-24
836	24.12.2024	£4,558.11	Pension Contributions	DCPF	IB	Dec-24
835	24.12.2024	£12,916.48	Salaries	Central Computer Management Ltd	BACs	Dec-24
834	18.12.2024	£60.00	Training	Dorset Association of Parish and Town Councils	IB	PC New Cllr Essentials
823	18.12.2024	£266.22	Maintenance	Holland Gas Services Bournemouth Limited	IB	Repairs to Pavilion Disabled Toilet flush
822	23.12.2024	£165.18	Fuel	UK Fuels Limited	DD	Vehicles & Plant
821	11.12.2024	£1.55	Postage	Swanage Post Office	Card	
820	18.12.2024	£31.26	Materials & Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls
819	18.12.2024	£950.00	Grounds Maintenance	Evergreen Services	IB	Recreation Ground Pit Area
818	18.12.2024	£43.07	Materials & Supplies	Trade UK (Screwfix)	IB	Repairs to Pavilion Furniture Store cupboard door
817	18.12.2024	£16.98	Materials & Supplies	Trade UK (Screwfix)	IB	Cutting discs
816	15.12.2024	£119.94	Monthly Subscription	Skyguard Limited T/A Peoplesafe	DD	Lone working devices
815	18.12.2024	£149.35	Maintenance	Longham Garden Machinery Ltd	IB	Annual Service - Brushcutter
814	18.12.2024	£88.68	Equipment	Landscape Supply Company	IB	Men at Work sign
813	10.12.2024	£50.10	Equipment	iLECSYS Limited	Card	Electric meter cupboard replacement
812	18.12.2024	£35.00	Training	Dorset Association of Parish and Town Councils	IB	PC Planning
811	18.12.2024	£50.64	Stationery	Amazon Payments UK Ltd.	IB	Storage boxes
810	18.12.2024	£950.00	Grounds Maintenance	Shane Phayer	IB	Recreation Ground Pit Area
809	18.12.2024	£10.78	Stationery	Amazon Payments UK Ltd.	IB	A3 photocopying paper
807	18.12.2024	£198.41	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Cemetery 21.02.2024-20.11.2024
806	18.12.2024	£210.54	Water Usage	Waterplus	DD	Office & VH
805	18.12.2024	£19.74	Water Usage	Waterplus	DD	Pavilion
804	18.12.2024	£27.52	Water Usage	Waterplus	DD	Pavilion
803	18.12.2024	£16.17	Water Usage	Waterplus	DD	Cemetery
802	18.12.2024	£5.78	Water Usage	Waterplus	DD	Cemetery
800	18.12.2024	£76.62	Materials & Supplies	Landscape Supply Company	IB	Graffiti removal
799	18.12.2024	£418.37	Waste Collection	Dorset Council	DD	Various sites
798	20.12.2024	£48.00	Monthly Subscription	Central Computer Management Ltd	DD	Payroll fees
797	18.12.2024	£48.90	Monthly Subscription	Buzz Networks Ltd.	DD	Digital office phones
796	18.12.2024	£4.99	CMYT Items	Amazon Payments UK Ltd.	IB	To be reimbursed
795	18.12.2024	£14.99	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed

Accounts for Payment - 17 December 2024

Voucher					Payment	
No	Date	Total	Description	Supplier	Ref	Comments
794	02.01.2025	£432.00	Rates	Dorset Council	DD	Office
793	02.01.2025	£227.00	Rates	Dorset Council	DD	Cemetery
792	18.12.2024	£7,641.25	CMYT Grant	Corfe Mullen Youth Trust	IB	Q3 2024/25
791	09.12.2024	£127.94	Fuel	UK Fuels Limited	DD	Vehicles & Plant
790	18.12.2024	£25.50	Cleaning	R Evetts	IB	Pavilion Windows
789	18.12.2024	£10.00	Cleaning	R Evetts	IB	Office Windows
788	14.12.2024	£192.00	Monthly Subscription	Newburgh Networks Limited	DD	IT Software/Security
787	18.12.2024	£450.00	Training	Lifeline Training	IB	Fire Aid Training
786	18.12.2024	£720.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
785	18.12.2024	£3,217.50	Hub Rent	Initio Learning Trust	IB	01.10.2024-31.03.2025
784	18.12.2024	£29.43	CMYT Items	Initio Learning Trust	IB	Recharge for broken toilet seat
783	18.12.2024	£3,217.50	Hub Rent	Initio Learning Trust	IB	01.04.2024-30.09.2024 CMYT
782	18.12.2024	£23.88	Materials & Supplies	Eastern Shires Purchasing Org.	IB	Toilet rolls
781	18.12.2024	£97.00	Maintenance	Energieo Limited	IB	Recreation Ground carpark lights repair
780	18.12.2024	£5.99	Fire Safety	Amazon Payments UK Ltd.	IB	Fire Assembly Point sign
779	18.12.2024	£98.75	Community Engagement	Corfe Mullen Village Hall	IB	CMTC Cllr Coffee Mornings
778	05.12.2024	£4.12	BACs Charges	The Co-Operative Bank	DD	Payroll
777	18.12.2024	£26.00	Room Hire	Corfe Mullen Village Hall	IB	CMTC Staffing Committee
776	18.12.2024	£55.50	Room Hire	Corfe Mullen Village Hall	IB	CMTC meetings
775	18.12.2024	£1,206.00	Cleaning	Clean Deep Services Limited	IB	Various sites
774	27.11.2024	£316.08	Health & Safety	Peninsula Business Services Limited	DD	Monthly Consultant Fees
773	04.11.2024	£175.61	Gas Usage	British Gas	DD	Pavilion
769	26.11.2024	£199.00	Equipment	John Lewis Ltd	Card	Hoover for Office
TOTAL:		£44,524.14				



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/1

Paper: C

Subject:	Bank Reconciliation
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve Bank Reconciliation for November 2024.
Background:	Each month the bank accounts are reconciled with the payments and receipts to ensure they all balance. It is then presented to Council for review and approval. Any anomalies should be accounted for, and an explanation provided.
Key Points:	<p>The Receipts and Payments lists are included in the paper and bank statements will be initialled by a Councillor in accordance with the Financial Regulations.</p> <p>All Councillors have login read only access to the full accounts package (Scribe) and can view each individual transaction which has its correlating invoice uploaded to each transaction.</p>
Implications:	<p>Incorrect bank reconciliations would result in the year end accounts not balancing.</p> <p>Failure to reconcile the accounts monthly could result in missing transactions and a potential for fraud to take place.</p> <p>Reconciliations of the accounts monthly supports the quarterly budgeting reports, providing the Council with a clear and transparent view of the accounts overall.</p>
Recommendation:	To Approve the balanced Bank Reconciliation for November 2024.

Corfe Mullen Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		590,612.10
	ADD Receipts 01/04/2024 - 30/11/2024		633,335.89
			1,223,947.99
	SUBTRACT Payments 01/04/2024 - 30/11/2024		366,331.44
A	Cash in Hand 30/11/2024 (per Cash Book)		857,616.55
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Cooperative Current Account 30/11/2024	44,977.33	
	Public Sector Deposit Fund 30/11/2024	817,419.58	
			862,396.91
	Less unrepresented payments		4,780.36
			857,616.55
	Plus unrepresented receipts		
B	Adjusted Bank Balance		857,616.55
	A = B Checks out OK		

Corfe Mullen Town Council

16 December 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
685	Chairman's Allowance	01/11/2024	CS 24/30	Cooperative Current	Card	Community Engagement	Co-op Supermarket	Z	10.98		10.98
705	Rates	01/11/2024	CS 24/30	Cooperative Current	DD	Rates	Dorset Council	Z	432.00		432.00
704	Rates & Utilities	01/11/2024	CS 24/30	Cooperative Current	DD	Rates	Dorset Council	Z	227.00		227.00
773	Pavilion - Utilities	04/11/2024		Cooperative Current	DD	Gas Usage	British Gas	L	167.25	8.36	175.61
694	Vehicle Fuel	04/11/2024	CS 24/30	Cooperative Current	DD	Fuel	UK Fuels Limited	S	16.93	3.39	20.32
694	Equipment Fuel	04/11/2024	CS 24/30	Cooperative Current	DD	Fuel	UK Fuels Limited	S	20.67	4.13	24.80
670	Pavilion - Utilities	05/11/2024	CS 24/30	Cooperative Current	DD	Gas Usage	British Gas	L	213.42	10.67	224.09
678	Bank Charges	05/11/2024	CS 24/30	Cooperative Current	DD	BACs Charges	The Co-Operative Bank	Z	4.12		4.12
717	Legal Fees	06/11/2024	CS 24/30	Cooperative Current	Card	Land Registry Search	Land Registry	Z	12.00		12.00
755	Chairman's Allowance	08/11/2024	TC 24/156	Cooperative Current	Card	Community Engagement	Co-op Supermarket	Z	1.35		1.35
732	Printing/Postage/Stationery	11/11/2024	CS 24/30	Cooperative Current	Card	Postage	Post Office Ltd	Z	13.60		13.60
693	Vehicle Fuel	11/11/2024	CS 24/30	Cooperative Current	DD	Fuel	UK Fuels Limited	S	58.88	11.77	70.65
848	Remembrance Sunday	11/11/2024		Cooperative Current	IB	Remembrance Sunday Wreath	Duncan Sowry-House	Z	-50.00		-50.00
690	Street Lighting and Furniture	13/11/2024		Cooperative Current	IB	Maintenance	Scottish & Southern Electri	S	-704.90	-140.98	-845.88
723	CMYT - Reimbursement	13/11/2024	CS 24/30	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	48.00		48.00
672	Ground Staff Building (premise	14/11/2024	CS 24/30	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	86.00	17.20	103.20
692	Public Toilets	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	18.32	3.67	21.99
691	Public Toilets	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	26.66	5.33	31.99
672	Public Toilets	14/11/2024	CS 24/30	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	372.00	74.40	446.40
669	PPE & Uniform	14/11/2024	CS 24/30	Cooperative Current	IB	Uniform	Arco Ltd.	S	24.54	4.91	29.45
666	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	12.73	2.55	15.28
665	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	4.16	0.83	4.99
664	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	10.08	2.02	12.10
688	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	S	43.25	8.65	51.90
687	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	S	35.42	7.08	42.50
682	Security (Alarm & CCTV)	14/11/2024	CS 24/30	Cooperative Current	IB	Security	K9 Security (Guarding) Ltd	S	620.00	124.00	744.00
703	Pavilion - Health & Safety	14/11/2024	CS 24/30	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	69.99	13.99	83.98
672	Pavilion - Cleaning & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Cleaning	Clean Deep Services Limite	S	559.00	111.80	670.80
679	Pavilion - Cleaning & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing	S	9.95	1.99	11.94
667	Pavilion - Maintenance	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	9.98	2.00	11.98
729	PPE & Uniform	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	33.51	6.70	40.21
729	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Landscape Supply Compan	S	37.90	7.58	45.48
724	Cleaning Materials & Supplies	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	19.16	3.83	22.99
730	Tools & Equipment	14/11/2024	CS 24/30	Cooperative Current	IB	Equipment	Hunt Forest Group Ltd (Bla	S	470.00	94.00	564.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
731	Contractor Costs	14/11/2024	CS 24/30	Cooperative Current	IB	Grounds Maintenance	Bournemouth, Christchurch	S	1,607.74	321.55	1,929.29
681	Staff Training	14/11/2024	CS 24/30	Cooperative Current	IB	Training	DFFP Global Limited t/a Dor	S	530.00	106.00	636.00
676	Meeting Room Hire	14/11/2024	CS 24/30	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	210.00		210.00
675	Meeting Room Hire	14/11/2024	CS 24/30	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	139.75		139.75
674	Meeting Room Hire	14/11/2024	CS 24/30	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	28.00		28.00
673	Meeting Room Hire	14/11/2024	CS 24/30	Cooperative Current	IB	Community Engagement	Corfe Mullen Village Hall	Z	140.00		140.00
677	Meeting Room Hire	14/11/2024	CS 24/30	Cooperative Current	IB	Room Hire	Corfe Mullen Village Hall	Z	111.00		111.00
684	Office IT & Software	14/11/2024	CS 24/30	Cooperative Current	DD	Monthly Subscription	Newburgh Networks Limite	S	160.00	32.00	192.00
725	Printing/Postage/Stationery	14/11/2024	CS 24/30	Cooperative Current	IB	Stationery	Amazon Payments UK Ltd.	S	7.49	1.50	8.99
702	Fire and Security	14/11/2024	CS 24/30	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	45.00	9.00	54.00
701	Fire and Security	14/11/2024	CS 24/30	Cooperative Current	IB	Fire Safety	Dorset Fire & Security	S	129.88	25.97	155.85
719	Rates & Utilities	14/11/2024	CS 24/30	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	166.81	8.34	175.15
689	Street Lighting and Furniture	14/11/2024	CS 24/30	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	167.54	8.38	175.92
689	Street Lighting and Furniture	14/11/2024	CS 24/30	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	79.08	3.95	83.03
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-6.98		-6.98
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-41.95		-41.95
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-11.94		-11.94
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-253.40		-253.40
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-52.55		-52.55
733	VH Reimbursement	14/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-41.40		-41.40
687	VH Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	Z	253.40		253.40
688	VH Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	PHS Group Plc	Z	52.55		52.55
666	VH Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	Z	6.98		6.98
668	VH Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	41.95		41.95
679	VH Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	Materials & Supplies	Eastern Shires Purchasing	Z	11.94		11.94
722	CMYT - Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	25.99		25.99
721	CMYT - Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	26.99		26.99
720	CMYT - Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	9.49		9.49
734	CMYT - Reimbursement	14/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-9.49		-9.49
734	CMYT - Reimbursement	14/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-26.99		-26.99
734	CMYT - Reimbursement	14/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-25.99		-25.99
734	CMYT - Reimbursement	14/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-48.00		-48.00
734	CMYT - Reimbursement	14/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-15.94		-15.94
726	CMYT - Reimbursement	14/11/2024	CS 24/30	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	15.94		15.94
735	CMSA Reimbursement	14/11/2024		Cooperative Current	IB	CMSA Reimbursement	Corfe Mullen Sports Associ	Z	-54.00		-54.00
698	Pavilion - Utilities	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	27.99		27.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
697	Pavilion - Utilities	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	20.05		20.05
758	Health & Safety Services	15/11/2024	TC 24/156	Cooperative Current	DD	Monthly Subscription	Skyguard Limited T/A Peop	S	99.95	19.99	119.94
700	Utilities	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	15.04		15.04
696	Rates & Utilities	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	8.82		8.82
699	Rates & Utilities	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	5.97		5.97
695	Water	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	125.26		125.26
700	VH Reimbursement	15/11/2024	CS 24/30	Cooperative Current	DD	Water Usage	Waterplus	Z	45.11		45.11
680	Recreation/Sports Facility Main	18/11/2024	CS 24/30	Cooperative Current	IB	Maintenance	Frys Electrical Limited	S	139.44	27.89	167.33
640	Recreation/Sports Facility Main	18/11/2024	CS 24/30	Cooperative Current	IB	Maintenance	Dorset Electrical Solutions	S	1,265.00	253.00	1,518.00
671	Telephone/Internet	18/11/2024	CS 24/30	Cooperative Current	DD	Monthly Subscription	Buzz Networks Ltd.	S	39.93	7.99	47.92
708	Small Grants Programme GPC	18/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Vision Wimborne Dial-a-Ric	Z	250.00		250.00
715	Small Grants Programme GPC	18/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Carnival Com	Z	1,000.00		1,000.00
715	Small Grants Programme GPC	18/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Carnival Com	Z	350.00		350.00
715	Small Grants Programme GPC	18/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Carnival Com	Z	450.00		450.00
716	Small Grants Programme GPC	18/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Foodbank	Z	250.00		250.00
728	Equipment Fuel	18/11/2024	CS 24/30	Cooperative Current	DD	Fuel	UK Fuels Limited	S	24.40	4.88	29.28
707	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen United Junior	Z	850.00		850.00
706	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Foodbank	Z	536.10		536.10
709	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Corfe Mullen Homewatch	Z	1,000.00		1,000.00
710	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Planet Wimborne	Z	200.00		200.00
712	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Victim Support	Z	200.00		200.00
713	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Women's Institute (WI)	Z	200.00		200.00
714	Small Grants Programme GPC	19/11/2024	CS 24/30	Cooperative Current	IB	Small Grants Payment	Mosaic	Z	600.00		600.00
772	Remembrance Sunday	19/11/2024		Cooperative Current	IB	Remembrance Sunday Wreath	Royal British Legion Poppy	Z	200.00		200.00
727	Waste & Recycling	20/11/2024	CS 24/30	Cooperative Current	DD	Waste Collection	Dorset Council	Z	321.16		321.16
727	Pavilion - Waste	20/11/2024	CS 24/30	Cooperative Current	DD	Waste Collection	Dorset Council	Z	49.84		49.84
683	Employment Services	20/11/2024	CS 24/30	Cooperative Current	DD	Monthly Subscription	Central Computer Manager	S	40.00	8.00	48.00
727	Office - Waste Collection	20/11/2024	CS 24/30	Cooperative Current	DD	Waste Collection	Dorset Council	Z	31.16		31.16
851	Staff Training	22/11/2024		Cooperative Current	IB	Training	Weymouth Town Council	Z	-1,500.00		-1,500.00
752	Telephone/Broadband/Mobiles	24/11/2024	TC 24/156	Cooperative Current	DD	Mobile Costs	EE	S	9.49	1.90	11.39
737	Salaries	25/11/2024	TC 24/156	Cooperative Current	BACs	Salaries	Central Computer Manager	Z	16,856.76		16,856.76
740	PAYE	25/11/2024	TC 24/156	Cooperative Current	IB	PAYE	HMRC	Z	2,671.60		2,671.60
739	National Insurance	25/11/2024	TC 24/156	Cooperative Current	IB	NIC	HMRC	Z	3,422.22		3,422.22
738	Pension	25/11/2024	TC 24/156	Cooperative Current	IB	Pension Contributions	DCPF	Z	6,212.91		6,212.91
596	Ground Staff Building (premise	25/11/2024	FA 24/29	Cooperative Current	DD	Fire Safety	Chubb Fire Limited	S	18.67	3.73	22.40

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
850	Staff Training	25/11/2024		Cooperative Current	IB	Training	Ringwood Town Council	Z	-428.00		-428.00
853	Street Lighting and Furniture	25/11/2024		Cooperative Current	IB	Materials & Supplies	Corfe Mullen Library	Z	-29.30		-29.30
769	Office Cleaning (inc Windows)	26/11/2024		Cooperative Current	Card	Equipment	John Lewis Ltd	S	165.83	33.17	199.00
761	Public Toilets	27/11/2024	TC 24/156	Cooperative Current	IB	Materials & Supplies	Trade UK (Screwfix)	S	21.74	4.35	26.09
744	PPE & Uniform	27/11/2024	TC 24/156	Cooperative Current	IB	PPE	Amazon Payments UK Ltd.	S	25.13	5.03	30.16
760	PPE & Uniform	27/11/2024	TC 24/156	Cooperative Current	IB	PPE	Trade UK (Screwfix)	S	45.48	0.50	45.98
746	Cleaning Materials & Supplies	27/11/2024	TC 24/156	Cooperative Current	IB	Materials & Supplies	Amazon Payments UK Ltd.	S	8.32	1.66	9.98
736	Contractor Costs	27/11/2024		Cooperative Current		Grounds Maintenance	Bournemouth, Christchurch	S	2,111.40	422.28	2,533.68
751	Recreation/Sports Facility Main	27/11/2024	TC 24/156	Cooperative Current	IB	Maintenance	Dorset Electrical Solutions	S	375.00	75.00	450.00
750	Pavilion - Maintenance	27/11/2024	TC 24/156	Cooperative Current	IB	Maintenance	D&B Mechanical Ltd	S	98.72	19.74	118.46
756	Staff Training	27/11/2024	TC 24/156	Cooperative Current	IB	Training	PI Group Consultants Ltd	S	4,215.00	366.00	4,581.00
754	Office IT & Software	27/11/2024	TC 24/156	Cooperative Current	IB	Monthly Subscription	Microsoft Ireland Operator	S	41.20	8.24	49.44
774	Health & Safety Services	27/11/2024		Cooperative Current	DD	Health & Safety	Peninsula Business Service	S	263.40	52.68	316.08
757	Repairs & Maintenance	27/11/2024	TC 24/156	Cooperative Current	IB	Maintenance	Seyward Window Co Ltd	S	163.33	32.67	196.00
764	Street Lighting and Furniture	27/11/2024	TC 24/156	Cooperative Current	IB	Electricity Usage	SSE Energy Solutions (Sou	L	244.64	22.96	267.60
753	Street Lighting and Furniture	27/11/2024	TC 24/156	Cooperative Current	IB	Maintenance	Enerveo Limited	S	173.59	34.72	208.31
770	VH Reimbursement	27/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-13.22		-13.22
770	VH Reimbursement	27/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-38.97		-38.97
770	VH Reimbursement	27/11/2024		Cooperative Current	IB	CMVH Items	Corfe Mullen Village Hall	Z	-45.11		-45.11
762	VH Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMVH Items	Trade UK (Screwfix)	Z	38.97		38.97
759	VH Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMVH Items	Amazon Payments UK Ltd.	Z	13.22		13.22
741	CMYT - Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	11.99		11.99
742	CMYT - Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	77.93		77.93
743	CMYT - Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	27.98		27.98
745	CMYT - Reimbursement	27/11/2024	TC 24/156	Cooperative Current	IB	CMYT Items	Amazon Payments UK Ltd.	Z	6.99		6.99
771	CMYT - Reimbursement	27/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-11.99		-11.99
771	CMYT - Reimbursement	27/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-77.93		-77.93
771	CMYT - Reimbursement	27/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-27.98		-27.98
771	CMYT - Reimbursement	27/11/2024		Cooperative Current	IB	CMYT Reimbursement	Corfe Mullen Youth Trust	Z	-6.99		-6.99
847	Remembrance Sunday	28/11/2024		Cooperative Current	IB	Remembrance Sunday Wreath	St Nicholas Church	Z	-50.00		-50.00
849	Staff Training	29/11/2024		Cooperative Current	IB	Training	Swanage Town Council	Z	-1,000.00		-1,000.00
747	Utilities	29/11/2024	TC 24/156	Cooperative Current	DD	Electricity Usage	British Gas	L	206.32	10.32	216.64
711	Small Grants Programme GPC	29/11/2024	TC 24/161	Cooperative Current	IB	Small Grants Payment	Citizens Advice East Dorset	Z	1,800.00		1,800.00

Total 50,756.40 2,323.26 53,079.66

Corfe Mullen Town Council

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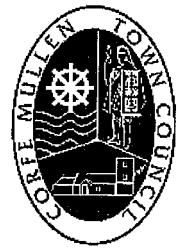
Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
292	Bank Interest	04/11/2024		Public Sector Depos	IB	Bank Interest	PSDF	Z	3,644.85		3,644.85
266	Tennis Court Fees	05/11/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
266	Tennis Court Fees	05/11/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
266	Tennis Court Fees	05/11/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
266	Tennis Court Fees	05/11/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
266	Tennis Court Fees	05/11/2024		Cooperative Current	IB	Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
256	Tennis Court Fees	06/11/2024		Cooperative Current	Cash	Tennis Court Fees	Thea Hodgson	Z	7.50		7.50
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	29.00		29.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
261	Pitch Fees	06/11/2024		Cooperative Current		Pitch Fees	Corfe Mullen United Junior	Z	40.00		40.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
259	Pavilion Lounge Hire	06/11/2024		Cooperative Current	IB	Lounge Hire Fees	Mini Munchkins Day Nurser	Z	80.00		80.00
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z	72.00		72.00
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z	72.00		72.00
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
260	Pitch Fees	07/11/2024		Cooperative Current		Pitch Fees	Poole Town Wessex Saturc	Z			
262	Remembrance Sunday	11/11/2024		Cooperative Current	IB	Remembrance Sunday Wreaths	Duncan Sowry-House	Z			
265	Tennis Court Fees	13/11/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
264	Tennis Court Fees	13/11/2024		Cooperative Current	IB	Tennis Court Fees	Simon Dunford	Z	5.50		5.50
263	Tennis Court Fees	13/11/2024		Cooperative Current		Lounge Hire Fees	Corfe Mullen Lawn Tennis	Z			
263	Tennis Court Fees	13/11/2024		Cooperative Current		Lounge Hire Fees	Corfe Mullen Lawn Tennis	Z			
267	Allotment Rents	14/11/2024		Cooperative Current	IB	Allotment Rent	Member of Public	Z	4.93		4.93
270	Allotment Rents	15/11/2024		Cooperative Current	IB	Allotment Rent	Member of Public	Z	7.50		7.50
268	Allotment Rents	15/11/2024		Cooperative Current	IB	Allotment Rent	Member of Public	Z	9.45		9.45
271	Allotment Rents	18/11/2024		Cooperative Current	IB	Allotment Rent	Member of Public	Z	-7.50		-7.50
269	Pitch Fees	18/11/2024		Cooperative Current	IB	Pitch Fees	Southside Vipers FC	Z	78.00		78.00
269	Pitch Fees	18/11/2024		Cooperative Current	IB	Pitch Fees	Southside Vipers FC	Z			
269	Pitch Fees	18/11/2024		Cooperative Current	IB	Pitch Fees	Southside Vipers FC	Z			
269	Pitch Fees	18/11/2024		Cooperative Current	IB	Pitch Fees	Southside Vipers FC	Z			
269	Pitch Fees	18/11/2024		Cooperative Current	IB	Pitch Fees	Southside Vipers FC	Z			
272	Tennis Court Fees	18/11/2024		Cooperative Current		Tennis Court Fees	Laura Coley	Z	7.50		7.50
273	Staff Training	22/11/2024		Cooperative Current	IB	Training	Weymouth Town Council	Z			
274	VAT Reclaim	22/11/2024		Cooperative Current	IB	VAT Reclaim	HMRC	R		10,041.81	10,041.81
275	Cemetery Fees	25/11/2024		Cooperative Current	Cheque	Cemetery Fees	Member of Public	Z	122.00		122.00
278	Staff Training	25/11/2024		Cooperative Current	IB	Training	Ringwood Town Council	Z			
276	Street Lighting and Furniture	25/11/2024		Cooperative Current	Cash	Materials & Supplies	Corfe Mullen Library	Z			
277	Cemetery Fees	26/11/2024		Cooperative Current	IB	Burial Fees	Member of Public	Z	84.00		84.00
280	Tennis Court Fees	27/11/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
280	Tennis Court Fees	27/11/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
280	Tennis Court Fees	27/11/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
280	Tennis Court Fees	27/11/2024		Cooperative Current	IB	Tennis Court Fees	Rosemary Kempshall	Z	7.50		7.50
279	Tennis Court Fees	28/11/2024		Cooperative Current	IB	Tennis Court Fees	Corfe Mullen Junior Tennis	Z	135.00		135.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
283	Remembrance Sunday	28/11/2024		Cooperative Current	IB	Remembrance Sunday Wreath:	St Nicholas Church	Z			
284	Tennis Court Fees	28/11/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
284	Tennis Court Fees	28/11/2024		Cooperative Current	IB	Tennis Court Fees	Helen Rawles	Z	7.50		7.50
281	Staff Training	29/11/2024		Cooperative Current	IB	Training	Swanage Town Council	Z			
282	Pitch Fees	29/11/2024		Cooperative Current	IB	Pitch Fees	Wimborne Town U14 Girls	Z	54.00		54.00
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	7.50		7.50
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
285	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.25		11.25
286	Tennis Court Fees	29/11/2024		Cooperative Current		Tennis Court Fees	Tuesday Morning Tennis G	Z	11.24		11.24
Total									6,366.97	10,041.81	16,408.78



Minutes of the meeting of the Planning & Highways Committee held on Tuesday 12 November 2024 at 18:30 in the small hall of the Village Hall

Present: **Councillors**
P Neil (Chair)
J Bonham
P Cuckston
S Florek
A Holland
V Papilio
D Sowry-House

In Attendance: Catherine Horsley (Town Clerk & RFO)
Daryl Pearce (Deputy Town Clerk) - Minute taker

Public Participation

There were five members of the public present. One member of the public wished to speak relating to planning application no. P/VOC/2024/06094 - 33 Corfe View Road Corfe Mullen BH21 3LY.

The member of public noted the variation of condition to show revised materials finish on first floor elevations, which he was content with. However, raised concerns with the flooding issues now experienced adjacent to the site as a result of the development.

The Chair thanked the member of the public for their representation and opened the meeting.

PC 24/145 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence received at the meeting. However, following the meeting, Cllr L Hardy's apologies were noted due to a prior work commitment.

PC 24/146 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Cllr Sowry-House declared a non-pecuniary interest due to his roles as Vice-Chair of the Dorset Council Eastern Area Planning Committee and Chair of the Dorset Council Strategic and Technical Planning Committee.

Cllr Florek also declared a non-pecuniary interest due to being a member of the Dorset Council Eastern Area Planning Committee.

PC 24/147 Paper A - To Approve minutes of meeting held on 22 October 2024 LGA 1972, sch 12, para 41

The Chair thanked Cllr Sowry-House for chairing the previous meeting on his behalf.

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 22 October 2024.

A handwritten signature in black ink, appearing to be 'D. Pearce', is located at the bottom left of the page.

PC 24/148 Paper B – To Note Planning Decisions Report – decisions between 16 October 2024 – 6 November 2024

The planning decisions report was **NOTED**.

PC 24/149 To Consider and Comment on Householder Planning Applications received from Dorset Council Planning:

Application No: P/HOU/2024/06106
Location: 25 Rectory Avenue Corfe Mullen BH21 3EZ
Proposal: Raise roof to create first floor habitable accommodation with gable ends and dormers, replace rear extension roof with flat roof and alterations to existing doors and windows.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409495>

It was **RESOLVED** that there were no objections.

Application No: P/HOU/2024/06229
Location: 14 Wickham Drive Corfe Mullen BH21 3JT
Proposal: Erect garage extension.

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409632>

It was **RESOLVED** that there were no objections.

PC 24/150 To Note Variation of Condition Application received from Dorset Council:

Application No: P/VOC/2024/06094
Location: 33 Corfe View Road Corfe Mullen BH21 3LY
Proposal: Bungalow Conversion- extensions to form 2 storey dwelling (as amended by plans received 22.2.2023) (with variation to condition 2 of planning permission P/HOU/2022/04740 to amend plans to show revised material finish on first floor elevations).

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=409482>

Cllr Sowry-House provided some background to the development, discussions and decisions of the Dorset Council Eastern Planning Committee and his role as Ward Councillor.

The Variation of Condition application was **NOTED**. However, comment to be submitted to Dorset Council Planning relating to the proposed drainage and soakaway on the site as a result of the development due to recent flooding experienced by adjacent properties.

PC 24/151 Paper C – To Note Highways Update

The Clerk presented the report, noting the following updates:

- Line 11: Road Traffic Regulation Order relating to 'no waiting at any time', extended and new double yellow lines on Wareham Road and Corfe View Road junction was complete.
- Line 12: Dorset Council Community Highways Officer and Road Safety Officer met with Cllr P Purvis on 6 November 2024 to review the line markings and potential re-design of the Hillview roundabout/junction. The Dorset Council Officers have feedback to the Dorset Council Highways Design Team who were investigating options and funding.

- Lines 15-17: New requests to refresh line markings, obstructing hedgerow and double yellow lines had been submitted to Dorset Council Highways to progress.

Cllr Sowry-House noted he was liaising with Dorset Council Highways Officers relating to a road safety issue with the highway surfacing on Maxwell Road adjacent with Beacon Road. As a result, 45 sq ft would be levelled and re-laid.

Cllr Florek noted he was liaising with Remus, the managing agents of the Bellway site on Wimborne Road as a result of a resident's concerns with an unsafe tree.

Cllr Sowry-House confirmed the SGN road works on Wimborne Road would be completed with road reopened on Friday 15 November 2024. It was agreed to post an update on the Town Council Facebook page.

The update was **NOTED**.

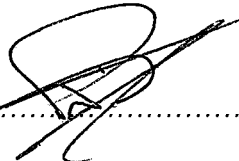
PC 24/142 Matters for forthcoming agendas No decisions can be taken¹

Cllr Cuckston noted the recent road traffic incident on Wareham Road adjacent to BH Live and tree work at Henbury View Road.

There were no matters for forthcoming agendas.

PC 24/143 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 26 November 2024 at 18:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

PC 24/133 Close of Meeting at 18.46

Signed as a correct record of the meeting..........Date.....*26th November 2024*

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



Minutes of the Extra-Ordinary Meeting of the Confidential Town Council Staffing Committee held at 18:30 on Tuesday 19 November 2024 in the Small Hall of Corfe Mullen Village Hall

Present: Cllr S Jefferies (Chair)
Cllr S Florek
Cllr D Sowry-House

In attendance: Catherine Horsley (Town Clerk & RFO) – minute taker
Daryl Pearce (Deputy Town Clerk)

Cllrs Papilio, Lortie and Joyce arrived early for the following Finance & Administration Committee meeting at 19:00. The Chair of the Council agreed they could sit in on the confidential meeting, however, were unable to participate.

SS 24/12 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs P Purvis and P Holland who both had a prior commitment.

The Terms of Reference states quorum shall be three or at least one-third of its members, whichever is greater in accordance with Standing Order no. 4d viii.

SS 24/13 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

SS 24/14 Paper A - To Approve minutes of meeting held on 30 July 2024 LGA 1972, sch 12, para 41

The minutes of the meeting held on 30 July 2024 were **APPROVED**.

SS 24/15 Verbal - To Note Update on Recruitment of Community Engagement & Project Officer

The Clerk summarised the recent interview process for the role of Community Engagement & Project Officer as follows:

- 10 applications were received, with scoring carried out for all applicants by Cllrs Purvis and Sowry-House along with the Clerk and Deputy Clerk.
- Of the 10 applicants, 3 were selected for interviews on 6-7 November 2024.
- Candidates were asked to complete a task relating to listing 4 key stakeholders in addition to those already listed by the Sports Pavilion and Recreation Ground Redevelopment Working Group, prioritisation of stakeholders and to list at least 3 strategies to engage with stakeholders.

Shw

- The interviews were conducted by Cllrs Purvis and Sowry-House along with the Clerk and Deputy Clerk. Each candidate was asked 16 questions, project specific related i.e. Sports Pavilion and Recreation Ground Redevelopment project and Neighbourhood Plan along with general questions to understand their personalities and experience.
- The interview panel agreed that although each candidate interviewed well, not all of them had answered the questions fully and as a key part of the role was community engagement, did not 'think outside of the box' or dynamically, with strategies to engage with the different demographics in Corfe Mullen.
- It was disappointing that none of the 3 candidates were successful for the role with the recommendation for the Staffing Committee to review the Job Description and Specification at their next meeting scheduled on 12 December 2024 with a view to re-advertising the role in the new year.

Cllr Sowry-House concurred with the summary and felt the Council needed to ensure the right candidate was selected for the role.

Cllr Florek enquired on the background of each candidate. The Clerk spoke about each candidate, how they came across in their interviews, previous roles and experience.

It was **RESOLVED** to recommend to Full Council for the Staffing Committee to review the job description and specification for the Community Engagement and Project Officer and to readvertise the role in the new year.

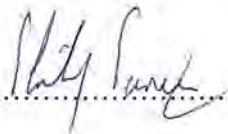
SS 24/16 Matters for forthcoming agendas No decisions can be taken¹

- Review Staffing Committee Terms of Reference and Scheme of Delegation
- Review Recruitment Process
- Clerk's Annual Appraisal
- Review Community Engagement and Project Officer Job Description and Specification.

SS 24/17 To Agree a date and time for the next meeting – The next meeting scheduled on Thursday 12 December 2024 at 10:00 in the Council Offices, Towers Way, Corfe Mullen.

SS 24/18 Meeting closed at 18:45.

Signed as a correct record of the meeting.....



Date..... 12/12/2024

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/186

Paper: E

Subject:	Town Council Website Provider
Prepared by:	Catherine Horsley, Town Clerk
Purpose of Report:	To Consider and Approve Appointing a Town Council Website Provider
Background:	<p>During the 2023/24 budget setting process £5000 was allocated under Exceptional & Capital expenditure for the redesign of the Town Council website. At the time members felt the current website was not user friendly.</p> <p>The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 came into force on 23 September 2018 with its aim to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all public sector websites need to meet accessibility standards and publish an accessibility statement unless they are exempt.</p> <p>The breadth of Website Content Accessibility Guidelines (WCAG) compliance in respect of a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them.</p> <p>The current website provider, Vision ICT; provides a trusted website for parish and town councils which are fully compliant and designed to comply with W3C, GDPR, WCAG2.1aa (accessibility) and the Transparency Code. The design of the website and content is limited, with not all functions available to be administered by the office requiring Vision ICT support to update, which can take up to 48 hours.</p> <p>The current 2024/25 website costs are as follows:</p> <p>Website hosting and support - £310+VAT pa Domain - .gov.uk - £65+VAT pa Total Cost: £375+VAT pa</p>
Key Points:	<p>The Clerk has seen presentations by Aubergine at the Clerks Conference's and Society of Local Council Clerks SLCC events. Aubergine has collaborated with the SLCC for the provision of compliant websites for parish & town councils. They are also the author of the National Association of Local Councils (NALC) Website Accessibility & Publishing Guidebook released to all councils in 2021 to help guide councils on what the website accessibility and publishing compliance means and have just completed the new October 2024 edition, due to the accessibility requirements changing to meet WCAG2.2AA.</p> <p>NALC Website Accessibility & Publishing Guidebook: https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/.</p>

Aubergine is authorised by the Central Digital and Data Office (CDDO) to register and manage [.gov.uk](https://www.gov.uk) domains.

Examples of circa 500 councils that use the platform, are shown on the map and include neighbouring parishes, Wimborne Minster and Ferndown:

<https://www.aubergine262.com/parish-town-council-websites/map/>

There are 12 members of the Aubergine team with both business partners, iLCA qualified, with the entire team having town and parish council website experience.

The following outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what is included and what is not. It also outlines the Town Councils responsibilities moving forward.

What you get with Aubergine's service:

- A W3C & WCAG 2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- A well-designed, professional and fully mobile-friendly website.
- Website admin tools to add new and update all the content on your website yourself.
- Training to get you started plus ongoing support.
- SSL-protected website hosting on our UK servers.
- Manage all software updates.
- On-going support when you need it – email, online or phone.
- Access to Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- Free monthly drop-in Zoom training sessions to top up web accessibility knowledge.
- Ensure website remains GDPR compliant.
- Manage your domain name and make sure this remains active, should you need it.
- Team & hosting data centre are UK-based

WordPress

WordPress is open-source content management software and currently powers around 30% of all websites on the Internet. WordPress allows Aubergine to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows Aubergine to tap into this collective intelligence and bring that wealth of experience to the Councils website.

Costings - Set up & year 1 consists of:

1. One-off set up and build of website
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Transferring/Inputting and uploading of content (documents, words and pictures) to new website: 1 year of essential content transferred free of charge

4. Annual registration & management of .gov.uk domain: £100+VAT per year when due
5. Training on the system: free of charge, via monthly group training sessions
6. Access to support team & Website Learning Centre: free of charge, included in the support
7. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

Total: £999+VAT (£899+VAT for SLCC member)

Additional (optional) items:

8. Transfer of all non-essential information in addition to the included regulatory required content charged at £10+VAT per page (+£1 per document that needs downloading/uploading)
9. Forms & poll module: £50+VAT pa
10. Planning Portal integration (with local planning authorities): £100+VAT pa
11. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500+VAT
12. Event Tickets Module (Online Payments module also required to sell tickets): £250+VAT
13. WCAG compliance website compliance and monitoring scan & reports: £299+VAT pa
14. Extended support for 12 hours: £720+VAT

Years 2:

15. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support: £299+ VAT pa
16. .gov.uk domain annual registration & management: £100+VAT pa (optional when renewable)

Total year two renewal: £399+VAT pa (plus optional item renewals)

Timescale – from commission to going live, it takes around 6 weeks. It is possible to do it quicker but would require the officer's availability to be responsive to checks and requests for information.

Content included in transfer: 1 full year of agendas & minutes, policies, councillors' details, finance & 5x years of AGAR plus 1x year of news and recent/planned events.

Additional content includes: amenities, cemeteries, charities, sports provision, Annual Parish Meeting, Neighbourhood Plan, climate change and elections. Dependant on Councils decision, a quote to transfer the additional content/pages, will be required based on the costings above.

Aubergine can include Google Analytics for performance reporting to ensure a fuller picture of the website's traffic and use is understood and allow you the Council to learn user behaviour and make subsequent improvements to the website. A free Google Analytics account will be required. Free training is provided.

<p>Implications:</p>	<p>If the size of files that need transferring exceeds 2GB (enough for 15,000 typical agenda PDFs), additional server host space may need to be purchased for the storage and future files at an additional cost of £100+VAT pa for an additional 1GB storage.</p> <p>For best practice GDPR compliance it is not recommended that email service is provided on the same web platform as a website especially if using .gov.uk domains as email data is very often sensitive. Aubergine will work with the Councils IT provider to make the necessary setting changes if there are any required.</p> <p>Recommendation to perform regular checks of the site using free online checkers or browser extension to ensure continued compliance, particularly for new pages and documents added since the website launch. Option 13 under additional services provides 4 checks and reports per year highlighting any problem areas.</p> <p>The Clerk will need to ensure the officers have full DNS control and access to the domain the website will use. Aubergine can become the Council's registrar who are permitted to manage all forms of domains, including .gov.uk domains. If Aubergine are not the registrars, they will need access to the domain (or whoever has DNS control) to get the website live.</p> <p>Once the new website is launched, Aubergine will provide 3 months of support to make sure any bugs have been ironed out and that officers are confident using your new website. Council may want to consider purchasing a website care plan including updating software, regular backups, security checks and making sure the website is online and open for business 24/7/365.</p> <p>The current website holds agendas/papers & minutes for the last 10 years. The Council's electronic filing is limited; therefore, a copy should be downloaded from the website to hold in archive.</p> <p>The Neighbourhood Plan has its own website https://www.cmpn.org.uk/ At a cost of £139.50 pa. All Neighbourhood Plan content should be a page on the Town Council website, therefore negating the need for the domain and cost.</p> <p>There are limited options for Town & Parish Council websites, albeit there are numerous website designers on the market. However, appointing a website designer who has the knowledge, skills and experience of the requirements for local authorities websites is valuable to ensure the website is compliant.</p>
<p>Recommendation:</p>	<p>To APPROVE website provider, Aubergine to redesign the Town Council website and ongoing support.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/187

Paper: F

Subject:	Items requiring approval
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	For members to consider items listed and agree how to proceed.
Background:	<p>Vehicle – Gator: Due for annual servicing, and minor repairs including replacement glass on the wing mirrors and repairs to door locks.</p> <p>Playground Equipment: During the recent playground inspection training held on the 18-19 November 2024 on Town Council sites, the instructor raised concerns with some of the play equipment at the Recreation Ground play area.</p> <p>At the last Full Council Meeting held on 26 November 2024, it was RESOLVED to obtain quotations to purchase a replacement ‘see saw’ play equipment at the Recreation Ground, funded by CIL receipts.</p>
Key Points:	<p>APPROVE - Vehicle – Gator: An estimate has been obtained from Hunt Forest Group (Blashford) where the gator was purchased from to carry out the following works:</p> <ul style="list-style-type: none"> • Service and Inspection to include draining all oils and replace, replace and dispose all filters, grease machine and conduct a thorough inspection at a total cost of £141.50+VAT • Repairs to replace both wing mirrors at an estimated cost of £112.17+VAT and inspect door locks to determine necessary parts and repair costs at an estimated cost of £224.52+VAT • Total labour costs of £396+VAT <p>Total estimated cost £874.19+VAT</p> <p>RETROSPECTIVE APPROVAL - Playground Equipment – See-Saw: On investigation, the see-saw pendulum shaft, bearings, and pins are significantly worn.</p> <ul style="list-style-type: none"> • Option 1: Replacement at a total cost is £4,236.00+VAT. • Option 2: Repairs to be carried out by the Grounds Team following their recent RPII Playground Inspection Training at a total cost of £599.74+VAT. <p>RETROSPECTIVE APPROVAL - Playground Equipment – Fort: features a curved platform originally equipped with a rope running from top to bottom, enabling children to climb up and down. This rope has been absent from the equipment for some time, effectively altering the fort's intended functionality. To ensure the equipment remains fully usable, the rope needs to be replaced. A replacement rope at a total cost of £120.00+VAT.</p> <p>RETROSPECTIVE APPROVAL - Playground Equipment – Bike Rocker: Significant rot beneath the seat, and one of the handlebars broken. To replace seat and handlebar at a total cost of £144.50+VAT.</p>

<p>Implications:</p>	<p>Vehicle – Gator: All vehicles used on public roads must comply with the construction requirements set out in the Road Vehicles (construction and Use) Regulations 1986. A full service and required repairs ensure the vehicle complies with the regulations, remains safe and functional.</p> <p>If approved, the service and repair work will be scheduled to minimise downtime for the vehicle.</p> <p>The 2024/25 budget for vehicle maintenance is £1500. There is sufficient budget remaining as at 11 December 2024 of £1334.40 to carryout servicing and repairs.</p> <p>Playground Equipment: The Town Council has a responsibility to ensure play areas are safe and well-maintained to protect the wellbeing of children and families who use them. Safe and functional play equipment reduces the risk of injuries. Regular maintenance demonstrates a commitment to public safety and enhances the longevity of these valuable community assets.</p> <p>The 2024/25 budget for play areas is £15,000. There is sufficient budget remaining as at 11 December 2024 of £10,674.14 to carryout repairs.</p> <p>Repairs to play equipment is more cost effective to the Council, therefore, further items to be considered for expenditure of CIL receipts if option 1 is not proceeded with.</p>
<p>Recommendation:</p>	<p>To Consider and APPROVE the following:</p> <ul style="list-style-type: none"> • Vehicle – Gator: Annual service and repair as stated at an estimated cost of £874.19+VAT • Playground Equipment – See-Saw: Option 2: Repairs at a total cost of £599.74+VAT. • Playground Equipment – Fort: Replacement rope at a total cost of £120.00+VAT. • Playground Equipment – Bike Rocker: Replacement seat and handlebar at a total cost of £144.50+VAT.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/188

Paper: G

Subject:	Community Defibrillator
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To review and approve the purchase of a match-funded community defibrillator and agree on a location.
Background:	<p>The Town Council submitted an application for a defibrillator under the Department of Health & Social Care (DHSC) Community AED Grant Scheme (Ref. No. 08558). The scheme provides partial funding for defibrillators to ensure community access to lifesaving equipment.</p> <p>An application was submitted for the defibrillator at the recreation ground; however, a response did not come through prior to replacement required.</p>
Key Points:	<p>The scheme provides match funding resulting in a cost of £750 per unit to Corfe Mullen Town Council for a Mindray C1A Fully Automatic Defibrillator and External Heated Cabinet with keypad lock.</p> <p>The defibrillator package includes:</p> <ul style="list-style-type: none"> • AED battery (5-year life span). • 1 set of adult/child pads (minimum 3-year lifespan, single-use). • Rescue kit, carry sleeve, wall sign, quick guide, and operational manual. • Free online CPR and defibrillator awareness training. • 8-year manufacturer warranty. <p>The Council would be responsible for routine maintenance, including visual checks and replacing batteries and pads when required.</p> <p>Council to consider locations in Corfe Mullen for an additional defibrillator, albeit this is limited due to the requirement for power. Previously, members discussed the need for a defibrillator in the East End of Corfe Mullen. Current locations in Corfe Mullen as follows:</p> <ul style="list-style-type: none"> • Co-op Towers Way (Restricted Mon-Sat 06:00-22:00 & Sun 06:00-16:00) • BH Live Active Corfe Mullen (Restricted Mon-Fri 06:00-21:00 & Sat-Sun 08:00-17:00) • Dorset Soldier, Wareham Road • Rushcombe First School (Restricted) • Land North of Wimborne Road (Restricted Mon-Fri 07:30-17:00) • Corfe Mullen Recreation Ground, Sports Pavilion • Corfe Hill School

<p>Implications:</p>	<p>Defibrillator would need to be installed on an external wall with a power supply, ensuring 24/7 community access. The defibrillator is not compatible with installation into a telephone box.</p> <p>Conditions of match funding approval are:</p> <ol style="list-style-type: none"> 1. You are based in England 2. Location or installation address is not a school/academy (previously eligible under DofE Scheme) 3. Installation on an external wall with a power supply within 4 weeks of receipt of equipment. 4. Must be available to the local community 24 hours a day. 5. Once installed the Defibrillator must be registered with the ambulance service via The Circuit online registration. 6. Evidence of installation address and photograph showing installed equipment to be sent to DHSC email. 7. Responsible for ongoing maintenance – simple routine visual checks and to replace the battery & pads when required.
<p>Recommendation:</p>	<p>To agree location and approve purchasing match funded defibrillator.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/189

Paper: H

Subject:	Dropped Kerb Programme
Prepared by:	Catherine Horsley, Town Clerk
Purpose of Report:	To consider locations for dropped kerbs in Corfe Mullen.
Background:	<p>During the 2024/25 budget setting process £10,000 was allocated under Exceptional & Capital expenditure for the Council to install dropped kerbs at highway locations in Corfe Mullen.</p> <p>Council agreed a 5-year programme over the 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29 financial years.</p>
Key Points:	<p>Town Council to consider locations in Corfe Mullen. Dorset Council Highways application for a dropped kerb licence is required to put in a dropped kerb. The Town Council will need to use Dorset Council or a contractor who is authorised to work on the highway to do the work.</p> <p>The cost per location/licence is £348.</p> <p>Using a contractor, they must:</p> <ul style="list-style-type: none"> • be qualified to work on the highway with supervisor and operative qualifications recognised on the Street Works Register • have at least £5 million public liability insurance, suitable for highways work • apply for a licence to allow them to work on the highway • let Dorset Council know when the work will be completed <p>Site inspections</p> <p>Once Dorset Council has received a licence application from the contractor, they will visit the site to check that it is suitable. If the site is suitable, Dorset Council will let the contractor know the work can commence.</p> <p>Dorset Council will inspect the work and make sure it has been completed to the required specification.</p> <p>Using Dorset Council</p> <p>As a guideline, a typical 5 metre dropped kerb on a 1.8 metre wide footway costs circa £2,000.</p> <p>Possible locations to consider include in and around local schools, amenities, public buildings and retail.</p>
Implications:	<p>Planning permission may be required dependant on the location as follows:</p> <ul style="list-style-type: none"> • A, B or C class road • a conservation area

	<p>Dropped kerbs must be a safe distance from junctions to enable road users to have clear visibility in both directions at the junction.</p> <p>If there are parking restrictions on the highway where a dropped kerb is required, such as parking bays or residents parking, permission to change parking restrictions may be required from Dorset Council Highways.</p> <p>The use of contractors may entail more work for officers and a lengthier process for works to be completed and/or approved by Dorset Council.</p>
Recommendation:	<p>To consider locations in Corfe Mullen to put in dropped kerbs, to be phased over the next 5 financial years and authorised contractor/Dorset Council to conduct works.</p>



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/190

Paper: I

Subject:	Request from Allotment Holder to Install Fence
Prepared By:	Rachel Virrill, Senior Administrator
Purpose of Report:	To consider request from an allotment holder to install a fence around plot 51.
Background:	<p>Tenancy agreements state the tenant shall:</p> <p>6b) not fence the plot without first obtaining the Council’s written consent. 6c) maintain and keep in repair any fence, gate or structure permitted under the above clause.</p>
Key Points:	<p>A new allotment plot holder has requested permission to install a low wooden fence (approximately 70-80cm high) around the perimeter of their plot.</p> <p>The fence would be constructed using good condition, uniform wooden pallets, supported by circular machined posts at intervals, including two gates for access. The plot holder, a professional gardener, intends to hand-install the posts by creating holes using a spike, ensuring the fence can be easily removed in the future, if required.</p> <p>The primary purpose for this request is to ensure safety and ease of supervision while the plot holder works on the allotment with two small children, one of whom has a disability. The fence will provide a secure boundary, preventing the children from wandering and making it easier to monitor them.</p>
Implications:	<p>Care would need to be taken to ensure the fence does not encroach upon neighbouring plots.</p> <p>The request could set a precedent for other plot holders who may wish to install similar fences and could create inconsistency, depending on how many plot holders make similar requests. Establishing clear guidelines for the installation of fences or other structures would help manage future requests.</p>
Recommendation:	To APPROVE request for allotment holder to install a low fence around plot 51 and for the Community Services Committee to consider guidance for plot holders requesting installing a fence around their plot moving forward.



CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/191

Paper: J

Subject:	Request from Qualified Dog Trainer to provide occasional dog training at Corfe Mullen Recreation Ground
Prepared By:	Rachel Virrill, Senior Administrator
Purpose of Report:	To consider renewing request from Qualified Dog Trainer and Behaviourist to provide occasional dog training at Corfe Mullen Recreation Ground.
Background:	The Dog Behaviourist has been carrying out occasional dog training at Corfe Mullen Recreation Ground since the Town Council provided initial consent in October 2022, renewing the licence annually.
Key Points:	<p>The request is to use the Recreation Ground for an activity called man trailing, which is based on search and rescue. The dog uses his nose to find a specific person because they are missing or just for fun.</p> <ul style="list-style-type: none"> • A maximum of 6 dogs in total per session. Each dog works one at a time, so there are no big groups gathered around. • Dogs are kept on a lead at all times, even when working. • The dogs are kept under close control, accompanied by a qualified Canine Behaviourist at all times. • Dogs are rested between trails in vehicles. • Copies of Public Liability Insurance and Risk Assessment provided. <p>Training should take place in the picnic field or community orchard, not on any sports pitches.</p>
Implications:	<p>Evidence of insurance and risk assessments should be provided prior to dog training taking place to ensure the Town Council is not liable.</p> <p>By allowing training to take place, this may set a precedence, whereby Council may receive more requests from dog trainers and/or other dog trainers may carry out training without permission.</p> <p>Dogs should be kept on a lead at all times and should not be within 5 metres of any sports pitch as per the Dorset Council Dog Related Public Spaces Protection Order 2024.</p>
Recommendation:	To APPROVE renewing permission to allow dog training to take place at the Recreation Ground.





CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024

Agenda Item: TC 24/192

Paper: K

Subject:	Purchasing and Installation of Commemorative a Flagpole
Prepared By:	Daryl Pearce, Deputy Town Clerk
Purpose of Report:	To agree how to proceed with purchasing and installation location of a commemorative flagpole.
Background:	As part of the 2024/25 budget setting process, £1000 was allocated to purchase and install a commemorative flagpole.
Key Points:	<p>Purchasing</p> <p>Option 1 - Civic Upright Flagpole Options:</p> <p>Quote 1: 6m White powder coated fibreglass flagpole including internal halyard, gold onion shaped finial. Cost includes full size sewn Union flag, size 6ft x 3ft, with fitted rope and toggle. Installation not included. Total cost: £593.00+VAT.</p>  <p>Quote 2: 6m Glass fibre flagpole complete with internal halyard, white finial and hinged base and studding. Installation and flag not included. Total cost: £524.44+VAT.</p>  <p>Quote 3: 6m White glass fibre heavy duty flagpole including internal roping, metal door, hinged base, ground collar white with small</p>

381mm skirt. Quotation includes installation. No flag included. Lead time 4-6 weeks. **Total cost: £1287.50+VAT.**



Option 2 - Civic Wall Mounted Flagpole (angled) Options:



Quote 1: White powder coated aluminium flagpole with a 1 piece angled wall bracket (includes - Cleat - Halyard - White finial) Height - 1.5m. Recommended Flag Size - 1.5yd. **Total cost: £73.00+VAT.**

Quote 2: 1.5m white wall mounted flagpole complete with white finial and angled bracket. **Total cost: £61.63+VAT.**

Quote 3 - 1.5m 45 degree angled straight pole in aluminium with white mushroom top. **Total cost: £135.00+VAT.**

Option 3 - Civic Wall Mounted Flagpole (upright) Options:



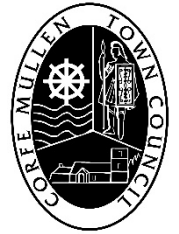
Quote 1: White powder coated aluminium flagpole with a 1-piece vertical wall bracket (Includes - Cleat - Halyard - White finial), Height - 1.5m. Recommended Flag Size - 1.5yd. **Total cost: £73.00+VAT.**

Quote 2: 1.5m white wall mounted flagpole complete with white finial and vertical bracket. **Total cost: £61.63+VAT.**

	<p>Quote 3 - 3m aluminium vertical wall mounted straight flagpole with white mushroom top. Total cost: £258.00+VAT.</p> <p>Installation Location</p> <p>The flagpole would need to be installed on a Town Council site, which limits locations. Locations to consider include Recreation Ground and Towers Way.</p>
<p>Implications:</p>	<p>Potential over/underspend dependant on option chosen.</p> <p>A flag must be flown at all times and there would be occasions outside of normal working hours when Town Council staff would be required to lower or raise the flag in line with a flagpole policy which would need to be in place with the protocols for flag flying.</p> <p>There will be additional costs for flagpole installation if one of the upright flagpoles were approved. Flags will also need to be purchased.</p> <p>Due to recent anti-social behaviours and the temptation to vandalise the flagpole and/or flag, members to consider very carefully the style and location for installation.</p>
<p>Recommendation:</p>	<p>To APPROVE option for style of purchasing flag pole and location for installation.</p>

CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 17 December 2024



Agenda Item: TC 24/194

Paper: L

Subject:	Vandalism and Anti-Social Behaviour on Town Council sites
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	Members to note update on vandalism and Anti-Social Behaviour on Town Council sites during the reporting period and application for Public Spaces Protection Order (PSPO).
Background:	<p>At the last Full Council meeting held on 26 November 2024, members discussed the feasibility of applying to Dorset Council for Public Spaces Protection Orders (PSPOs) to be in place for locations in Corfe Mullen as a result of increased vandalism and anti-social behaviour.</p> <p>It was RESOLVED for the Clerk to progress with submitting PSPO application(s) to Dorset Council for locations in Corfe Mullen as follows:</p> <ul style="list-style-type: none"> • Towers Way (Co-op, Council Office, Village Hall and Library) • Recreation Ground, Badbury View Road • Cemeteries, Blandford Road/Newtown Lane • Henbury View Play Area, Hillside Road • Springdale Road Open Space Car Park • Windgreen Esso Petrol Station, Wareham Road • Hillview Post Office, Wareham Road
Key Points:	<p>The Clerk met with Dorset Council Community Safety Officers, the Local Neighbourhood Police Sargent Payne and Inspector Turner on 27 November 2024 via MS Teams to discuss the feasibility and process for putting Public Spaces Protection Orders (PSPOs) in place.</p> <p>The Dorset Council lead for Community Safety summarised the lengthy process to apply to Dorset Council for a PSPO(s). On receipt of an application(s), Dorset Council Officers consider the evidence and appropriateness being proportionate. The consultation process involves key stakeholders and can be onerous. The preferred method is for Officers to engage with members of the community to influence and change their behaviours and follow enforcement processes already in place i.e. Community Consequences Scheme.</p> <p>Most of the PSPOs in place in Dorset are within Weymouth and Eastern Gardens, Portland. The locations must be prescriptive.</p> <p>The Community Safety Accreditation Scheme (CSAS) allows the Dorset Police Chief Constable to give certain powers to people working in roles which help to improve community safety. In Weymouth, the scheme is used as a uniformed patrolling presence to:</p> <ul style="list-style-type: none"> • tackle anti-social behaviour (ASB) and disorder

	<ul style="list-style-type: none"> • provide intelligence to the Council and Dorset Police • promote a safe and welcoming place for those who work, live and visit the town <p>Patrol officers have been granted certain powers for parts of the town. Their powers do not extend into other areas of Weymouth or other parts of Dorset. For more information on the scheme https://www.dorsetcouncil.gov.uk/w/community-safety-accredited-scheme-in-weymouth</p> <p>The 4 Weymouth CSAS officers are employed and managed by Dorset Council. They are part of our Community Safety Team funded by:</p> <ul style="list-style-type: none"> • Dorset Council • Dorset Police & Crime Commissioner • Weymouth Town Council • Weymouth BID • British Transport Police <p>Dorset Council Community Safety Officers felt the schemes already in place in East Dorset, particularly the community consequences scheme was working well and sent a message out to members of the community that Dorset Council and the Police were working together to combat anti-social behaviours, through engagement and enforcement and in their opinion did not feel applications for PSPOs was necessary at this point in time.</p> <p>Evidence of anti-social behaviour and vandalism should continue to be collated to provide weight to any future PSPO applications and/or additional police resource in Corfe Mullen. The Police Inspector provided assurance that Dorset Police were working on further initiatives to combat misuse of drugs and reiterated the importance of reporting suspicious activity.</p> <p>Consideration could be given to working collaboratively with neighbouring Town and Parish Councils to investigate the feasibility of adopting CSAS, jointly funded. Costs would need to be investigated if Council decided to go down this route.</p> <p>During the reporting period, the following known incidents occurred on Town Council sites/Corfe Mullen:</p> <ul style="list-style-type: none"> • Public toilets lock damaged over weekend 6-7 December 2024 and replaced by Grounds Team. • Graffiti at Recreation Ground Skate Park removed by the Grounds Team. • Anti-social behaviour and shoplifting at the Asda/Esso Petrol Station at Windgreen under investigation by Dorset Police.
<p>Implications:</p>	<p>Public spaces should be enjoyed by everyone and kept free from anti-social behaviour. If anti-social behaviours continue to cause a nuisance or problem, this could be detrimental to the local community's quality of life, in a specific public area.</p>

Recommendation:	To NOTE update.
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